



RICK SNYDER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF NATURAL RESOURCES  
LANSING



KEITH CREAGH  
DIRECTOR

February 9, 2015

**TO:** County Sheriff Departments and Local Law Enforcement Agencies

**SUBJECT:** 2015 Administrators' Workshop  
ORV Law Enforcement, Snowmobile Law Enforcement, Marine Safety Programs

You are invited to attend the 2015 Administrators' Workshop for the programs listed above. The workshop will be conducted by the Department of Natural Resources (DNR) in cooperation with the Michigan Sheriffs' Association. Please read the information in this letter and the enclosed registration materials. Distribute copies to others in your agency who may be interested.

**Who:** Administrators and law enforcement personnel responsible for marine safety, ORV law enforcement, and snowmobile law enforcement grant programs

**When:** Thursday, March 26, 2015, 9:30 am – 3:00 pm (sign in 9:30 am – 10:00 am)

**Where:** Comfort Suites Lakeside, 100 Clearview Drive, Houghton Lake, MI 48629  
989-422-4000

**Why:** The annual workshop is held to discuss issues and arrive at solutions; learn how to improve reporting for quicker reimbursement; exchange ideas; ask questions and get answers; get to know each other.

**What:** Sessions will cover funding, financial reporting, law enforcement concerns and other issues of interest. See agenda for more information.

If you will need lodging, make reservations directly with the Comfort Suites Lakeside, or at a hotel of your choosing. Counties will be reimbursed for lodging, mileage, and meals (with the exception of lunch the day of the workshop. DNR will be providing lunch) based on the State travel rates. Counties will be responsible for any additional costs over and above the allowed State rates.

***By March 6:***

- ❖ **Complete the enclosed registration form and mail it to Grants Management, Michigan Department of Natural Resources, P.O. Box 30425, Lansing, MI 48909.**
- ❖ **Call the Comfort Suites Lakeside to reserve lodging. Meals, other than lunch the day of the workshop, will be on your own.**

If you have any questions concerning the workshop, please contact Ms. Michelle Ballard (517-284-5974 or ballardm3@michigan.gov) for the Marine Safety Program; or Mr. Richard Kennedy (517-284-6107 or kennedyr@michigan.gov) for the ORV and Snowmobile Law Enforcement programs.

Hope to see you there!

Sincerely,



Christie Bayus, Program Manager  
Marine Safety Program  
Grants Management  
517-284-5923  
[bayusc@michigan.gov](mailto:bayusc@michigan.gov)

**Enclosures**

cc: Mr. Terry Jungel, Michigan Sheriffs' Association  
Mr. Robert Stevenson, Executive Director, Michigan Association of Chiefs of Police  
Lt. Andrew Turner, DNR  
Ms. Jackie Blodgett, DNR  
Mr. Richard Kennedy, DNR  
Ms. Michelle Ballard, DNR

**2015 Administrators' Workshop**  
**Michigan Law Enforcement Grant Programs**  
Marine Safety, ORV Law Enforcement, Snowmobile Law Enforcement

**Date:** Thursday, March 26, 2015  
**Time:** 9:30 am to 3:00 pm (sign-in 9:30 – 10:00 am)  
**Place:** Comfort Suites Lakeside, 100 Clearview Drive, Houghton Lake, MI 48629  
Phone: 989-422-4000  
**Meals:** Lunch will be provided by DNR\*

*To register, please provide the following information.*

**Name of Law Enforcement Agency:** \_\_\_\_\_

**Agency Contact Person:** \_\_\_\_\_

**Phone Number of Agency Contact:** \_\_\_\_\_

**Attendees (agency personnel only):**

<u>Full Name (please print)</u>	<u>Lunch**</u>	<u>Lodging***</u>
_____	___ yes ___ no	___ yes ___ no
_____	___ yes ___ no	___ yes ___ no
_____	___ yes ___ no	___ yes ___ no
_____	___ yes ___ no	___ yes ___ no

*\*Since lunch is being provided by DNR, no lunch expenses will be eligible for reimbursement.*

*\*\* Please send your completed Registration form to Grants Management no later than Friday, March 6, 2015 so that we can supply the hotel with a number of attendees for catering purposes.*

*\*\*\*Call Comfort Suites Lakeside by March 6, 2015 to reserve lodging. Tell them you are making lodging reservations for the DNR Administrator's Workshop on March 26th. You will need to pay the hotel directly for lodging, which is reimbursable through your grant. The workshop rate is \$75 per night.*

**Send completed form by March 6, 2015 to:**

**Christie Bayus**  
**Grants Management**  
**Michigan Department of Natural Resources**  
**PO Box 30425**  
**Lansing, Michigan 48909**

Got questions? Contact DNR:

Michelle Ballard at [ballardm3@michigan.gov](mailto:ballardm3@michigan.gov) or 517-284-5974



**2015 ADMINISTRATORS WORKSHOP**  
**MARINE SAFETY, ORV LAW ENFORCEMENT, SNOWMOBILE LAW ENFORCEMENT**  
Michigan Department of Natural Resources  
*Comfort Suites, Houghton Lake, Michigan*  
MARCH 26, 2015

- 9:30 am      **Sign in**
- 10:00 am      **Welcome and Introductions**  
DNR Grants Management: Ms. Christie Bayus, Ms. Michelle Ballard  
DNR Parks and Recreation Division: Mr. Richard Kennedy, Mr. Bruce Currier  
DNR Law Enforcement Division: Sgt. Tom Wanless, Sgt. Al Bavarskas, Cpl. John Morey,  
Mr. Rudy Lawrence, Ms. Michelle Hedin  
DNR Finance & Operations Division: Mr. Jason Crandall
- 10:15 am      **Finance & Operations Division**  
Budget and Revenue process
- 11:00 am      **Marine Safety Grant Program**  
Personnel Changes  
Allocation Process  
Deadlines  
Activity Reports  
Operating Reimbursement Process  
Equipment  
Questions and Comments from participants, Discussion
- NOON          **Lunch provided by DNR**
- 1:00 pm      **ORV Law Enforcement and Snowmobile Law Enforcement Grant Programs**  
Personnel Changes  
Allocation Process  
Reimbursement Forms, Due Dates, Common Errors  
Properly Accounting for Time, Tracking Expenditures, Reporting Activities  
Questions and Comments from participants, Discussion
- 1:30 pm      **Law Enforcement Division**  
Pending PFD Law Changes (Bavarskas)  
LE Grants Web Site review (Wanless/Hedin)  
FY 15 ORV Instructor Training Update (Morey)  
General Law Enforcement Q&A (Wanless/Bavarskas/Morey)
- 2:30 pm      **Questions/Discussion**
- 3:00 pm      **Adjourn**